



MINUTES

ATTENDEES

Present at the meeting were: Board Members Eric Dziura (President), Viki Brown (Vice President), Susan Kiefer, Marissa Barrientos Shepherd, and Kim Young.

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Ginny Auer (Foundation Executive Director), Brittany Brite (Finance Manager), Jacquelyn Bunick (Legal Counsel), and Val Nowak (Executive Assistant)

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:00 p.m. Roll call was taken, and the Land Acknowledgement read.

INTRODUCTIONS / PROCLAMATIONS

President Dziura read a statement proclaiming April 4 as Library Giving Day, and April 23-29 as National Library Week.

CONSENT AGENDA

MOTION: Director Kiefer moved to approve the agenda, Director Brown seconded, and the motion was approved unanimously. The consent agenda was then approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Assistant Director of Public Services Joan Vigil gave a brief presentation on the American Library Association's Freedom to Read statement. Director May then highlighted Rogue Reads and the upcoming library hours expansion. She mentioned that there will be ribbon cutting ceremonies at several branches to celebrate the start of the increased hours and invited Board members to attend. Director Brown expressed appreciation of Roslyn Donald, who has also been arranging the ribbon-cuttings, and said that she has had several favorable interactions with her. She also mentioned that the PAWS to Read program may be expanding into Eagle Point.

UNFINISHED BUSINESS

Security Update

Director May briefly updated the Board on the progress toward addressing security concerns at the Library. Results from the staff survey were distributed to the Board, and a meeting with stakeholders was held regarding security and additional custodial services. Some of the concerns staff shared were feeling unsafe walking to their cars, particularly at night, and with a general lack of streetlights on the path to their cars. Regarding safety and security in the building, the state of the public restrooms was a major concern, as well as being threatened by patrons in escalated situations, and suspended patrons coming back to the library. Staff will be revisiting the Rules of Conduct Policy and updating it to provide better parameters and guidance for expected behavior in the library. Any changes to the way that security is provided will be made in conjunction with the Social Services Team.

Medford Police has noted an increased call volume from the Library over the past 9-12 months, high enough to consider the library a "chronic nuisance property." A Chronic nuisance property, as defined in Medford Municipal

Code, is a property on which 12 or more nuisance activities have occurred during a 365-day period; nuisance activities include harassment, disorderly conduct, theft, and criminal mischief.

May and Dziura reported that a meeting with the City of Medford and the Chief of Police had gone well. It was acknowledged by all that there is a large population of unhoused people needing services, and a lack of providers in the area. Library services everywhere have evolved, and the impact that it has on physical locations is important. However, it is difficult to dissuade people from coming for services that are not being supplied elsewhere in the community. Dziura reported that by the end of the meeting, progress had been made in the understanding between parties. Future meetings will be held, and further reports will be made on any progress.

A discussion followed, clarifying how library policies address problematic behavior, and discussing how after-hours use is monitored. A security company sweeps the Medford Library twice a night, and the trespass agreement with the City of Medford regarding after hours use gives officers the authority to remove individuals from Library property if they are engaging in illegal or unwanted behavior. It is up to the discretion of the police as to how they monitor the area. The sidewalks are Library property up to the street, though the parking lot belongs to the city. The library is working with the lot owners to try to install additional lighting, which would address some safety concerns and help make the cameras more effective.

Director Shepherd commented that no patrons should be driven away, but that all patrons should be welcomed and encouraged to come into the library. She commented that she has seen progress made even in the past few weeks. She concluded her remarks by stating that this is a community issue, and any solutions need to be community driven.

NEW BUSINESS

April Board Meeting

The next Board meeting is scheduled during the OLA conference, and May recommended that the Monday or Tuesday prior be considered as an alternate. The Board agreed to hold the meeting on Monday, April 17th at 4:00 p.m.

Elections Update

Director Dziura gave an update to the upcoming special elections in May and commented that there are two candidates filed for each open position.

Commemorating Board Member Service

Director Dziura asked the Board to consider how the longtime service of past Board Members may be commemorated. It was noted that in the past, there have been donations to the Foundation and plaques. Director Dziura asked to form an ad-hoc committee. He and Director Kiefer volunteered to serve and will report back at a future meeting.

Staff Compensation and COLA Philosophy

Director May asked the Board to approve the process outlined in the Board Packet as an addition to the total Staff Compensation Statement included in the Employee Handbook. Director Young proposed reviewing the COLA methodology every year, and Director Kiefer asked that fulsome data regarding any increases be presented to the Board. When asked when this information would be presented to the Board, May answered that it would usually be in the Spring, during the time that the Budget is being prepared. Any data regarding comparison points would be included.

Motion: Kiefer moved that the Staff Compensation and COLA philosophy be approved as presented and added to the Employee Handbook. Director Brown seconded, and the motion was approved unanimously. Director May then asked if the Board would like to codify the practice of doing a salary survey every 3-5 years. After discussing the factors that go into deciding whether or not a survey needs to take place, it was decided not to take action at this time.

Director's Evaluation Policy

Director Dziura summarized the presented Director's Evaluation Policy and recommended that it be adopted as presented added to the Board of Director's Policy Handbook. The Directors then discussed potential costs associated with hiring an outside consultant. Director Young commented in favor of using an outside party. May noted that the policy provided guidance for future library directors and boards of directors. Director Dziura summarized how previous processes worked and recommended that the Board consider using the process as proposed. He commented that the policy was not binding and could be altered in following years.

Director Kiefer shared her objection to point G regarding the 360 review process and asked that the data provided not be summarized and that the Board be allowed access to the raw data. Summarizing the data would uphold anonymity of direct reports, and it was noted that, under the language of the policy, any evaluative tools would be mutually agreed upon by the Board and the Library Director. Shepherd asked if language allowing access to the data could be included under point A. Further discussion of direct report evaluation processes ensued.

Motion: Director Dziura asked the floor for a motion. Director Brown moved that the Director's Evaluation Policy be accepted as presented and be added to the JCLD Board of Directors Handbook. Director Young seconded the motion. With Directors Shepherd and Kiefer voting against, and Directors Dziura, Brown, and Young in favor, the motion was approved by majority vote.

HR Answers Proposal

Director Young asked that the proposal be reviewed by the Executive Committee before being brought to the Board for approval. This was agreed to by the Board. The Board then directed a few clarifying questions to HR Answers Consultant Jennifer Schoorl. The cost and time would be reduced in future years if the consultant and process is kept. The Board then agreed that the Executive Committee should further review the proposal and bring a final document to the Board in a subsequent meeting. Director Dziura asked that any questions or concerns be emailed to the committee so that they may be addressed. Schoorl noted that the proposal included an example, and the evaluation process would be mutually agreed upon by the Board and Library Director.

COMMITTEE AND BOARD MEMBER REPORTS

None

ADJOURN

President Dziura adjourned the meeting at 6:15 p.m.

/s/ Val Nowak
Recording Secretary